

## SUPPLEMENTAL BAR EXAMINATION APPLICATION FOR THIRD YEAR LAW STUDENTS INSTRUCTIONS/FEEES/CHECKLIST

If you are a third year law student and you have submitted a North Dakota Law Student Registration, these are the appropriate instructions to follow. If you are a third year law student and have not submitted a law student registration, please refer to the applicable bar examination instructions located on the Registration & Admission page at:

<http://www.ndcourts.gov/court/committees/BarBd/information.htm>

A Supplemental Application is required to update your original law student registration and to apply for the bar exam. The application must be completed online, printed, signed before a notary public, and the ORIGINAL filed with the Board of Law Examiners. (No handwritten or manually typed applications are accepted unless there is sufficient demonstration of the inability to complete the application online.)

To create a supplemental application (i.e. your bar exam application/character and fitness application), log into your NCBE account. Select the Character & Fitness button. Under “My Online Applications,” identify the most current application and select “Copy to new application.” This will carry over some of the information you entered on your law student registration (e.g. residential, education, employment information previously entered on your law student registration). From that point, follow the appropriate prompts to complete your application. Update the residential, education, and employment information and answer all remaining questions.

### SUPPLEMENTAL BAR EXAM FEE SCHEDULE & DEADLINES

- \$150 – Bar exam fee payable **only** by check or money order to the “State Board of Law Examiners” (*no credit cards accepted*).
  
- \$90 - If a law student timely filed their law student registration with the State Board of Law Examiners (Board) by October 1 of the applicant’s second year of law school or in no event later than 14 months after the applicant’s first day of the first year of law school, a \$90 fee for a supplemental character and fitness investigation is required. This fee is payable by check, money order, or credit card to the National Conference of Bar Examiners (NCBE). For law students who did not timely file their law student registration, a supplemental fee may be required if determined by the Board. Contact the Board office to determine if a supplemental fee is required.

### LATE EXAM FEES

July exam

\$100 late fee if bar exam application is postmarked after March 15 and on or before April 15

\$150 late fee if bar exam application is postmarked after April 15 and on or before May 15

No applications accepted after May 15

February exam

\$100 late fee if bar exam application is postmarked after November 1 and on or before November 15

\$150 late fee if bar exam application is postmarked after November 15 and on or before December 1

No applications accepted after December 1

## CHECKLIST

The following items are required to be submitted to the State Board of Law Examiners (Board) as your supplemental bar examination application:

- \* Fees (according to schedule set out above)
- \* Supplemental application (original)
- \* “Exam Petition” form (original)  
(See Bar Exam Application subsection on the Registration & Admission page - <http://www.ndcourts.gov/court/committees/BarBd/information.htm>.)
- \* 2” x 2” recent photograph
- \* State Board of Law Examiners’ Release form (original).  
(See Bar Exam Application subsection on the Registration & Admission page - <http://www.ndcourts.gov/court/committees/BarBd/information.htm>.)
- \* Official legal education transcript reflecting receipt of the JD degree sent directly from the registrar of the institution attended. (**Request after graduation**; due by February 1 or July 1 corresponding with the bar exam being taken)
- \* Requests for special testing accommodations must accompany this application and will be referred to the Board for consideration. Forms are available at: [Special Accommodation Request forms](#).

Retain a copy of your application for your records as requests for a copy will involve a copying charge.

Return completed application to:

State Board of Law Examiners  
Judicial Wing, 1st Fl.  
600 E Boulevard Ave.  
Bismarck, ND 58505-0530

*Revised 05/2016*